

**Project: LEARN of Medina County
Database Coordinator
Job Description**

Job Title: Database Coordinator, Aspire
Reports To: Executive Director
FLSA Status: Non-Exempt
Grade: Pay scale \$15-\$20 per hour (Up to 20 hours per week, dependent on class size)
Date: July, 2021

Job Summary:

- Primarily responsible for responding to student and program inquiries on behalf of the Aspire team. Provides support to the Aspire program and its participants.

Job Responsibilities:

- Manages day to day office activities of respective campus
- Provides supportive assistance to the Aspire team
- Maintains active program record sand responsible for inputting records into program's database in a timely fashion
- Maintains accurate logs and organizes office bulletin boards and office space
- Assist in data collection for preparation of program reports
- Schedules classrooms, facilities, and workshop presenters for assigned campus
- Prepares correspondences for emails and marketing purposes
- Maintains an efficient program filing system
- Creates the schedule for new intake appointments and assist the staff with intake interviews
- Assist in developing program brochures and other marketing materials to meet the program needs
- Greets visitors and prospective class participants, responds to request for information, places and receives phone calls, and handles mail
- Contributes to monthly reports
- Assists in the control, care and inventory of departmental property, supplies and office equipment and request orders and/or repair when needed
- Participate in training sessions and/or attend regional/state conferences for professional development when needed
- Performs other related duties as needed

Qualifications:

Required Qualifications

- Associate's Degree and/or equivalent experience.
- Minimum of two years demonstrated office or program support experience.
- Demonstrated proficiency with Microsoft Outlook, Word, Excel and Power Point.
- Experience working with adult learners.

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- Excellent verbal, written and interpersonal communication skills.
- Customer service focus, with strong problem solving and organizational skills.
- Demonstrated ability to interact with individuals from diverse and multi-ethnic backgrounds.
- Sensitivity to respond appropriately to the needs of a diverse population.
- Ability to confidentially and discreetly handle subject matters requiring privacy and sensitivity
- Ability to work accurately with great attention to detail
- Ability to work a flexible schedule to accommodate the needs of a diverse population

Preferred Qualifications

- Associate's degree
- Experience working with Adult literacy education
- Demonstrated experience/proficiency working with publishing software, spreadsheet, and database applications

Physical Demands/Working Conditions:

(The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- The work is mainly performed in a normal, professional office environment; may require travel to orientation sites throughout the county
- The work area is adequately lighted, heated and ventilated
- Typically, the employee may sit comfortably to perform the duties of the job and will perform repetitive motions with hands/fingers using a computer mouse and keyboard to type. However, there may be some walking; standing; bending; carrying of light items such as papers, files, pamphlets, books, etc.;
- Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite;

Equal Opportunity Statement:

Project: LEARN of Medina County is committed to attaining excellence through the recruitment and retention of a qualified and diverse workforce. Project: LEARN of Medina County is an equal employment/educational opportunity institution.